



Udny Community Trust Company Limited
 Minutes of Board Meeting
 Wednesday 24th June 2026 7.30pm,
 The Conference Room, The Medan Centre

Attendees

Brian McDougall, Marion Jamieson, Sue Hebenton and Hayley Yule

Ruth Cluness, UCTC Manager
 Fraser Ferguson, Café48 Manager
 Teresa Costanza, UCTC Administrator

Apologies in advance

David Murray, Matt Kaye and Julian Slater

	Heading	Details	Action
		BM welcomed everyone to the June meeting.	
1	Previous Minutes	There were no comments on the minutes from the May Board Meeting, and these were agreed.	
	Governance		
2		a. Declaration of any Conflicts of Interest	
		BM asked if any Director had any conflicts of interest. None were declared	
3	Finance	a. Operational Finance	
		RC took the board through the bank statements. Highlighted payments over £500. A £1000 transfer into the UCTC staff Equals Money account. Rates bill for The Medan Centre. High payment to Café 48 for UCTC activities. Large grant paid out to Formartine Youth project and Udny Station Pre-School & Playgroup. Paye and salaries are also a big payout. RC also mentioned that UCTC has been successful in obtaining £50,000.00 from the DTAS Recovery and Resilience Programme.	
4	Membership and Capacity Building	a. New Members	
		Accepted full member Stephanie McCann.	
		Applications from Martin and Alan Bruce were not accepted as they are based outside of the Udny boundaries. TC to check on their status, as not sure if they are part of the volunteer team, which will then allow them to join under the associated	TC

scheme member. TC will contact and update.

- 5** **Other Operational Business** **a. Health & Safety**
- RC ran through some of the health and safety updates she had been working on. PAT Testing has been completed and signed off. TC and RC are going through updates on PVG training so that they feel confident in the PVG process and UCTC is compliant. On the 15th June, the defib from UCTC was deployed on a member of the public- used Matt Kaye. It was decided that a refresher training could be beneficial and trust staff will look into this. RC had ordered more signs for now to make it clear how and where the defib is situated. *TC/RC*
- b. First Responder**
- BM shared that there has been more movement and a couple more actions required before the Pitmedden First Responders can be dissolved as a charity. He is hopeful that this will be completed by the 30th June. All the actions now need to be completed by the First Responders. UCTC have written letters and had meetings, but the final steps need to come from the First Responders. *BM*
- A new fuel card will be purchased for them. An MOU needs to be in place. In around 2 years, UCTC will need to do some fundraising for a new car. Just so we are aware.
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- 7** **Other Items** **The Medan Centre**
- a. Replacement Flat Roof – Progress Report**
- Work Package from Eco build should be with us on the 9th June. North Asbestos will be here the week of the 29th June so that the pre-roof work can be completed before the contractors start. The roof work should commence on the 1st August *DM*
- b. Solar Panels**
- This is still in progress. Need to think where the anchor points will be put in. BM is working through a spreadsheet with all the quotes and what the different jobs include, to really assess which is the best for UCTC. *BM*

Still waiting for 2 more quotes to come.

c. Plan for cafe48 during roof work

There has been a pause on this at the moment, just to double-check that the structure will pass safety checks. The same security camera as the one for the UCTC has been set up for security purposes. The storage area needs to be cleared and items stored in the garage ready for the roof work to commence.

TC/RC

d. Conference Room refurbishment

Conference room is now completed and looks great, just under £6000 to complete. This means UCTC is still on track for other rooms work.

e. Cafe48 internal door automation.

The electrician will need to fit the power source, and 3 members of staff will need to complete the training.

**RC,FF, and
BM**

8 Staff Reports

a) UCTC

RC shared that The Medan Centre is now covered by cyber insurance, including Cafe48, which has recently been added to the policy for extra security. The bench and tables are now out the front of the Cafe and look good. RC is working on a maintenance register, and this is all up to date. RC stated that Udney Community Shelf are only allocated one shelf in the garage. At the moment they have spread across 2, and UCTC will need all space for storage while the roof work is done. HY stated she will get in touch with the shelf team so that everyone is aware. Water contract is up for change, and RC will go with the cheapest offer. Electricity contract will end in Feb 2027, so RC is working with some brokers to find the cheapest option. The cleaner's situation is critical at the moment. RC suggested if there is no one suitable coming forward, UCTC should look into a contractor- understand this would be expensive, but staff are being stretched, having to cover this on top of their job roles. It was agreed to check prices on this if there is still no one coming forward. RC shared some of the community work that has been taking place this month. Three successful school visits with local schools to engage with the turbine. UCTC also had a successful visit from Chest Heart and Stroke Scotland. They conducted health checks for over 50 members of the community throughout the day, and lots of positive comments on this. The activity Open Doors will stop over the holidays- this is the only activity that will pause, as it is normally quiet over the holidays and will give us some time to see

how the new spaces will work when The Quarry Room is closed off. RC reminded that GB Energy will be visiting The Medan Centre on the 30th July.

b)

c) Cafe48

Struggling at the moment, and there is a lot of competition which isn't helping. The café is now opening from 09.30 am to 3 pm. Still looking for a new chef. Main domestic freezer needs replacing; there was no objection to this. Offers are in place to help grow footfall and keep customers.

9 A.o.B

MJ shared that Tarves Pharmacy is interested in a conversation cafe in October to cover the Pharmacy First scheme, possibly in the evening and could it be recorded. MJ will correspond and share info with TC to set up for October.

TC

**The next Board Meeting will be held in the
Conference Room on the
Wednesday 29th July 2026, at 7.30 pm**